

## HOW TO REQUEST CHANGES TO A PAYEE/VENDOR

All changes made to a vendor's record must be made by the respective vendor in writing to the Vendor Registry Office. Any vendor changes sent directly to an agency should be forwarded to the Vendor Registry Office.

Vendor Registry Office  
14<sup>th</sup> Floor Capitol Tower  
600 East Boulevard Avenue  
Bismarck ND 58505-0310  
Phone: 701-328-2773  
Fax: 701-328-1615  
Email: [spovendor@nd.gov](mailto:spovendor@nd.gov)

Web site: <http://www.state.nd.us/csd/spo/vendor-reg.html>

- **VENDOR NAME OR ADDRESS CHANGES:** Agencies receiving notices from vendors concerning name changes, address changes, etc. should fax a copy as soon as possible to the Vendor Registry Office, so that the vendor data can be updated. Types of correspondence accepted by Vendor Registry:
  - Letters from the company stating name or address changes
  - Invoices showing a new remittance address
- **ACH:** ACH information will only be changed upon written notification from the vendor. Feel free to give payee/vendor this form to complete whenever there is a change in bank information for direct deposit:  
<http://www.nd.gov/eforms/Doc/sfn51620.pdf>.
- **1099 information:** Any vendor/payee that notifies a state agency of an incorrect taxpayer ID number needs to submit a new W-9 with the correct number to the agency. The agency can then forward the form to Vendor Registry.
- **Vendor Applications:** All the forms needed by the vendor are on the Vendor Registry website:  
<http://www.nd.gov/spo/connectnd/forms-for-vendors-payees.html>.

## HOW TO SUBMIT A REQUEST TO THE VENDOR REGISTRY OFFICE

- Use the [spovendor@nd.gov](mailto:spovendor@nd.gov) email address.
- **What is needed in the email or on the spreadsheet:**
  1. Supply the vendor number and complete name and address you need to pay.
  2. Key all information in caps – this allows our staff to cut and paste the information versus re-keying the information. This cuts down on errors as well as time.
  3. If the vendor is an employee, supply an employee ID number. Be sure to state whether or not your payment to the employee is reportable on a 1099.
- **Reminder**
  - Lists of more than 5 vendors need to be scheduled, so give the Vendor Registry Office a tentative completion date. In that way we can make sure everything is in the system when you are ready to make payments or create purchase orders.
  - ListServ - The Vendor Registry Office has a listserv to notify users of changes to or consolidations of vendors. If you are not receiving these notifications please let us know, and we will be happy to add your name to the list.